

§ 101-41.804-2 Listing of items on SF 1166 OCR.

Each basic voucher shall be listed on a voucher-schedule with all information required for check issuance purposes, and paid amounts must be clearly identified against individual carrier bills (see § 101-41.803 (a) and (c)). The maximum practical number of check issue entries, consistent with normal spacing requirements, shall be listed on each voucher-schedule page.

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§ 101-41.804-3 Combining payments due a single payee.

If the amounts of two or more basic transportation vouchers due one payee can be combined in one check, the individual amounts shall be added and shown as one amount on the voucher-schedule, but the individual bureau voucher numbers (or schedule numbers individually identified by letter or number suffixes) must be listed separately in the voucher number column of the voucher-schedule. When the amounts of basic vouchers are combined into a single payment, an adding machine tape or facesheet listing the individual amounts shall be attached to the related group of basic vouchers.

§ 101-41.804-4 Name and address space.

Generally, the disbursing office draws checks only from information recorded on the SF 1166 OCR. Thus, except as provided in § 101-41.805, the information shown in the name and address column shall be complete (including ZIP codes) but shall be restricted to the information to be shown on the face of the check. Long addresses shall be avoided unless necessary for postal identification. The format and State abbreviations developed by the U.S. Postal Service for addressing envelopes shall be used.

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§ 101-41.804-5 Amount column.

The amount for which the check is to be drawn shall be imprinted in the amount column on the same line as the payee's name. The total of the amount column on the SF 1166 OCR must include all items listed on the continu-

ation sheets and must agree with the aggregate of amounts classified by appropriation or fund in the appropriation summary block.

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§ 101-41.804-6 Appropriation summary block.

In the summary block of the voucher-schedule, the total amount chargeable to each appropriation or fund shall be shown on the same line as the fund account symbol. A breakdown beyond the basic appropriation generally need not be shown. However, if required for administrative purposes, it shall be shown in the summary block as in the following example:

7563901	\$1,020.00
(.001—\$582.00)	
(.002—\$438.00)	
7560271	250.00
7560262	400.00
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Total	\$1,670.00

§ 101-41.805 Scheduling specific types of transportation vouchers.

§ 101-41.805-1 No-check vouchers.

Basic transportation vouchers for which no checks are to be issued to the voucher-payee shall be assigned bureau voucher numbers and scheduled as follows:

(a) Vouchers requiring the processing of an accounting transaction for inclusion in the agency's SF 224, Statement of Transactions (Classified According to Appropriation, Fund, and Receipt Account, and Related Control Totals); SF 1220, Statement of Transactions According to Appropriations, Funds, and Receipt Accounts; or SF 1221, Statement of Transactions According to Appropriations, Funds, and Receipt Accounts (Foreign Service Account), or other approved reporting form, by transfer or without the issuance of a check shall be listed on SF 1166 OCR covering transportation vouchers for which checks are to be issued. Show the words "NO CHECK" in the amount column of SF 1166 OCR opposite the payee's name and address. The amount shall be shown on SF 1096, Schedule of Voucher Deductions, as provided in § 101-41.805-2.

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(b) Vouchers which do not require the processing of an accounting transaction by the disbursing or accounting office for inclusion in the agency's SF 224, SF 1220, SF 1221, or other approved reporting form, shall be scheduled separately. Such voucher-schedules shall be plainly marked "No-check vouchers." They shall not be submitted to disbursing officers for processing but shall be submitted to GSA (FWAA/C) for audit.

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))
[42 FR 36672, July 15, 1977, as amended at 52 FR 12170, Apr. 15, 1987]

§ 101-41.805-2 Deductions from disbursement vouchers.

(a) When the payee of an approved basic voucher is not to receive the gross amount and a separate check must be drawn or a transfer made, SF 1096, Schedule of Voucher Deductions, shall be prepared for the amount or amounts of the voucher deductions. SF 1096 shall show, in addition to the data identifying the schedule by number, department, bureau, etc., the following:

- (1) The related voucher number from which the deduction is made;
- (2) Complete information regarding the purpose for which the voucher deduction is made;
- (3) The symbol of the appropriation or other account to be credited; and
- (4) The amount of the voucher deduction.

(b) When a deduction is made to recover an amount charged to an appropriation or fund account other than one to which the voucher carrying the deduction is chargeable, reference must be made to the disbursing office (station) symbol number and the voucher number on which the amount was overpaid. When the voucher-schedule contains more than one voucher deduction, a summary by appropriation or fund accounts of all voucher deductions must be made on the voucher-schedule, showing the symbol of each account creditable.

(c) When an amount is deducted from more than one basic voucher listed on an SF 1166 OCR, the agency shall take action as follows:

- (1) Show the net amount payable to each payee in the amount column of the SF 1166 OCR;

(2) Record the total amount deducted as the last item in the address column of the SF 1166 OCR:

See attached SF 1096 No. ____ \$ ____;

(3) List the deductions individually on an SF 1096; and

(4) Annotate the basic voucher "Paid in the amount of \$____. See SF 1096 No. ____."

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§ 101-41.805-3 Vouchers payable in foreign currency.

Disbursements to be made in a foreign currency shall be clearly indicated on the voucher-schedule by noting "Payable in (*name of currency*)" in the address column above the names and addresses of the payees. The individual amount due, expressed in the foreign currency, shall also be recorded in that column opposite each payee's name and adjacent to the amount column. The U.S. dollar equivalents shall be inserted in the amount column and in the appropriation summary block by the disbursing office.

§ 101-41.805-4 Certificate of settlement issued by the General Services Administration.

Procedures relating to payment based on GSA Form 7931, Certificate of Settlement, issued by GSA are outlined in § 101-41.605-2. In scheduling such certificates for payment, the original and the claimant's notice copy of the certificate of settlement shall be forwarded with the voucher-schedule to the disbursing office. After return of the original voucher-schedule by the disbursing office, the agency shall attach to it a copy of the related certificate of settlement.

§ 101-41.806 Processing of SF 1166 OCR.

§ 101-41.806-1 Makeup and initial distribution of forms.

Agencies shall prepare an original SF 1166 OCR and at least two copies of the SF 1166-A OCR. The original and two copies shall be forwarded to the appropriate disbursing office for payment processing.

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